

Authentication and Authorization

Authentication is the process of identifying **WHO** the user is to the MHSA DCR system and then granting access into the system.

Authorization is the process of identifying **WHAT** the authenticated user is allowed to do once in the system.

1. Users will be authenticated against their login ID and password in the ITWS system
2. The user's assigned Role(s) in the DCR system will define:
 - a. What screens the user will have access to
 - b. What functions the user will be able to perform on those screens
3. The DCR system will track access at a Full Service Partner (FSP) record level and allow users to access authorized FSP records only. This will be controlled by assigning a user to a specific group.

Roles

DMH will further define user roles based on input from the counties. Currently, we are considering:

- State System Administrator
- County System Administrator / Account Manager
- Personal Service Coordinator
- Data Entry
- Supervisor

Functions

DMH will further define functions for roles based on input from the counties. Currently, we are considering:

- View only
- Edit (add, modify, delete)
- Query
- Enrollment privileges

Groups

Groups will be defined to the DCR system with a minimum of one assigned user. The groups can consist of a variety of users needed to provide full service to a full service partner:

- personal service coordinators (PSCs)
- data entry personnel
- administrators

When a Full Service Partner (FSP) is enrolled in the system, a group (or more) will be assigned to the partner. The users within the group will be able to perform their individual roles and functions for the FSP.

Stephanie Oprendeck is established as an authorized user on the DCR system. She is granted the Role of PSC with the Functions of Enrollment, Edit, and Query. She is then added to the Group “FSP, Inc. Group A”

Mike Anderson qualifies, in Stephanie’s estimation, for a Full Service Partnership. Stephanie can then enroll Mike into an FSP and the Group “FSP, Inc. Group A”. Stephanie can also update information for Mike and query Mike’s FSP data for reporting and analysis.

Sheila Kerr joins “FSP, Inc.” as a data entry clerk. She is added to “FSP, Inc., Group A” with a data entry Role and Function. She will be able to perform data entry functions only for Mike.

Rebecca Skarr joins “FSP, Inc.” as a Personal Service Coordinator and is granted the same Roles and Functions as Stephanie Oprendeck. She, however, is added to “FSP, Inc., Group B”. As a result, Rebecca can not access Mike’s information at any level.

User Setup Process

Phase I – Interim DCR system

1. DMH will setup two accounts per county with Administrator privileges – DMH would like counties to submit the names of those two “Administrative” users.
2. Users will submit request for access to the MHSA DCR system using ITWS as they do today.
3. For the MHSA DCR system access requests (as in #2), the County Administrator will be able to see the open requests and approve them online in the ITWS system.

Phase II – DCR system

4. The Administrator will be responsible for setting up groups in the ITWS system
5. The Administrator will assign Role and Group to the user

Authorization Matrix

1. Each DCR system user will be assigned a unique Role.
2. Each Role will have an access to a set of forms and functions within a form

Role	Form	Function					